

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**April 9, 2008**

5 Page Document

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<b>TITLE:</b>	Program Analyst
<b>POSITION NO:</b>	11727
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$34,651 annually is entry-level salary
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, April 23, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**TYPICAL DUTIES:** This position is responsible for completing policy analysis and researching complex budgetary, financial, and service impact for services within the Acute Services Bureau; providing organization and leadership of work groups as assigned, training team members as needed, and conducting surveys related to Medicaid and non-Medicaid services; designing, implementing and analyzing data collection and evaluation schemes for programs the bureau administers; and identifying potential conflicts between agency goals and state/federal law and determining the appropriate resolution of such conflicts. Specific duties include researching and analyzing department policy and state/federal rules and regulations; analyzing financial data and simulated hypotheses of all potential changes to Medicaid reimbursement process and/or Medicaid benefits packages; writing requests for proposals (RFPs) and managing the procurement process and contracts; preparing expenditure projections, cost savings projections, system management reports for decisions in implementing program, policy, and budget changes; and managing the bureau's data flow.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of analytical techniques and principles; complex data systems; accounting, budgeting, and management

principles; social and medical service delivery and reimbursement systems; research and policy analysis principles; and medical terminology and coding.

Skills: Skill in organization; and oral and written communication.

Abilities: Ability to work independently; design and conduct valid analyses of complex data; interpret and apply laws as relating to the program; use a personal computer to analyze spreadsheets, large paid claims files, and database applications for word processing; develop and direct diverse statewide programs in the medical field; evaluate program performance; establish and maintain effective working relationships with staff, other managers, providers, other agency personnel, provider associations, clients, client advocate organizations, legislators, federal representatives, and the public; work with people and resolve issues; and independently apply advanced planning and management principles for the purpose of extending existing and accepted practices, rules, and policies related to health services and reimbursement.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in human services, business, public or health administration, mathematics, economics, or other related field **AND** three years of job-related professional work experience. Relevant professional experience managing complex projects or programs may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our**

**office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and

4. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Program Analyst  
Position: #11727  
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. The response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe, in detail, a major analytical project you performed for management or program staff and how your findings/recommendations influenced the decision making process. Please limit your answer to no more than two typewritten pages.